

National Archives



Washington, DC 20408

January 9, 1987

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[Redacted]
Records Management Officer
Central Intelligence Agency
1236 Ames Center
Washington, DC 20505

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Dear [Redacted]

I want to thank you all again for the useful tour of your records holdings area. I am pleased to see the Agency making earnest efforts to deal with the never ending problems of space and preservation of valuable records.

As I indicated during our discussions, we have been attempting to provide better statements on the care, handling, and storage of special (non-textual) records, especially motion picture film. Enclosed are 4 parts of that project:

- (1) a general recommendation to use plastic, rather than metal or cardboard containers for film. We designed the composition of the containers so as to avoid any chemical reaction by the plastic onto the film.
- (2) an updated federal regulation on the handling and storage of audiovisual records (start reading about page 6).
- (3) a statement on cold storage for color film materials. Dyes in color film fade badly after a few years, but the deterioration can be slowed greatly by lowering storage temperatures.
- (4) specifications for polyethelene bags for storage of film.

If you want further information on any of these regulations and specifications please contact Mr. William T. Murphy, Chief, Motion Picture, Sound, and Video Branch (NNSM), National Archives and Records

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Administration, Washington, DC 20408 (tel. 523-3062). Do not hesitate to call me (523-3208) if you would like more information on other non-textual records.

Sincerely,

A handwritten signature in dark ink, appearing to read 'W. H. Cunliffe', written in a cursive style.

WILLIAM H. CUNLIFFE
Director
Special Archives Division

Enclosures